

	DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	September 20, 2023	Page1 of 3
	POLICY AND PROCEDURE		SUPERSEDES:	2330.1D December 19, 2016	
			OPI:	SUPPORT SERVICES	
			REVIEW DATE:	September 20, 2024	
			Approving Authority	Thomas Faust Director	
SUBJECT:		EXCESS PROPERTY			
NUMBER:		2330.1E			
Attachments:		None			

SUMMARY OF CHANGES:

Section	Change
	<i>Property Officer was changed to Operations Support Manager throughout the policy.</i>
	<i>Minor revisions made.</i>

APPROVED:



Thomas Faust, Director

9/20/2023

Date Signed

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1. **PURPOSE AND SCOPE.** To establish guidelines for requesting, acquiring and utilizing excess government property.
2. **POLICY.** When appropriate, suitable excess property should be considered the first source of supply. Sources of excess property should be checked prior to initiating other procurement actions.
3. **APPLICABILITY.** This directive is applicable to all DOC employees involved in the supply and procurement process.
4. **PROGRAM OBJECTIVES.** The expected results of this directive are:
 - a. Excess property available to the DOC shall be screened to determine if it is suitable for use.
 - b. All excess property acquired by the DOC shall be properly accounted for.
 - c. Excess government property will be requested, acquired and accounted for in compliance with Federal and D.C. Government property regulations.
5. **NOTICE OF NON-DISCRIMINATION**
 - a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code § 2-1401.01 et seq., (hereinafter, "the Act") the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment is a form of sexual discrimination that is also prohibited by the Act. In addition, harassment based on any of the above-protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
6. **DIRECTIVES AFFECTED**
 - a. **Directives Rescinded**

PP 2330.1D Excess Property (12/19/16)
 - b. **Directives Referenced.** None.

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7. AUTHORITY. D. C. Code § 24-211.02, Powers; promulgation of rules

8. STANDARDS REFERENCED. None.

9. DEFINITIONS

- a. Excess Property- property has been declared as excess to the needs of other District or Federal Government Agencies.

10. PROCEDURES

- a. The Material Handler is responsible for managing the acquisition and utilization of excess property.
- b. Requests for excess property shall be submitted to the Operations Support Manager.
- c. The Operations Support Manager shall review the GSA web site and determine if there is excess property available to fill the request.
- d. If excess property is available, the Operations Support Manager shall complete the Federal Transfer Document (form XP-122) to request the property.
- e. The Material Handler shall compile a list of property received. Property shall be issued to the requesting unit or placed it in stock in the Supply Unit.
- f. Accountability for excess property shall be maintained in accordance with D.C. Property Regulations.
- g. The Operations Support Manager shall monitor the GSA web site on a frequent basis for items of potential use to the Department. When items are located the Property Officer shall contact the appropriate office or service area.
- h. Receipts and other records pertaining to excess property shall be maintained consistent with the D.C. Personal Property Management Manual, Section 26321.1.